



LOS ANGELES COUNTY DEPARTMENT OF MENTAL HEALTH  
550 S. VERMONT AVE., LOS ANGELES, CA 90020 HTTP://DMH.LACOUNTY.GOV



MARVIN J. SOUTHARD, D.S.W.  
Director

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Chief Deputy Director

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Medical Director

May 22, 2013

TO: Each Supervisor

FROM: Marvin J. Southard, D.S.W.  
Director

SUBJECT: **NOTICE OF INTENT TO ISSUE WORK ORDER EXCEEDING \$300,000  
UNDER THE MASTER AGREEMENT FOR AS-NEEDED STRATEGIC  
PLANNING AND RELATED SERVICES (BEECHER JACKSON)**

This is to advise your Board of our intent to request the Chief Executive Officer (CEO) to amend a Work Order under the Master Agreement for As-Needed Strategic Planning and Related Services (Master Agreement) with Beecher Jackson Management and Human Resources Consultants (Contractor). The Amendment will increase the contract amount by \$73,260, for a total Agreement amount of \$673,260. The period of performance for the amended Work Order is for Fiscal Year 2013-14. In accordance with established Master Agreement guidelines, prior Board notice is required for projects that will exceed \$300,000.

### **SCOPE OF WORK**

The Department of Mental Health (DMH) intends to extend the Agreement with the Contactor from July 1, 2013, to June 30, 2014, to provide for DMH's internal strategic planning process for Service Area Advisory Committee (SAAC) development and enhancement and support training and consultation to managers.

The Contractor will perform the following two (2) major tasks:

**TASK 1:** Assist DMH in reforming and further developing the eight (8) SAACs to be fully participatory stakeholder groups as part of the DMH Stakeholder Engagement System. The initial phase of this project has required additional technical and consultative support due to the complex community stakeholder network and need to explore and work through the systemic stakeholder engagement process in DMH. Therefore, the work plans include some modifications in implementation for the entire SAAC development project, including building in an assessment phase and process for the remaining SAACs.

**DELIVERABLES:**

- A. Assist the remaining five (5) SAACs in maximizing their capacity as a local planning body, informational body, and advisory body.
- B. Conduct an initial assessment of the remaining five (5) SAACs to determine their current leadership strengths, outreach efforts, and community engagement process as readiness for the SAAC development process.
- C. Develop an action plan for the next two (2) SAACs ready for development and consultation. Provide consultation and technical support to these SAACs.
- D. Continue to provide consultation and planned training to the three (3) pilot SAACs in development of sustained leadership capacity.

**TASK 2:** Provide consultation, coaching, training and support to managers in implementing change, coping with time-pressured work, and supporting staff to work effectively.

**DELIVERABLES:**

- A. Contractor will create a management development program that supports managers in gaining the necessary skills and knowledge to make system changes and support staffs through change. This management development program may include topics such as:
  - Leadership skills in a time of change
  - Building teams to manage change with you
  - Managing others in an effective way
  - Developing effective programs and staff to meet the challenges
  - Effectiveness in staff development in changing operations
  - Building successful and sustaining programs
  - Using yourself to be a leader in the time of change
  - Structuring and developing work products that respond to Division needs



B. Contractor will provide on-going consultation, coaching, and support to new managers integrating Mental Health Services Act (MHSA) programs and Health Care Reform into a sustainable infrastructure for their area of responsibility. To develop the necessary management skills, the Contractor will create a work plan for individual managers that will consist of:

- Individual assessment of managers
- A plan for support to address those needs
- Timeframes and deliverables
- Define individual or group coaching

### **FISCAL IMPACT**

There is no net County cost.

The amended amount of the Work Order will increase by \$73,260, for a total Agreement amount of \$673,260, which will be funded through MHSA.

### **NOTIFICATION TIMELINE**

Consistent with the policy and procedures for the Master Agreement for As-Needed Strategic Planning and Related Services, we are informing your Board of our intention to amend the above mentioned Work Order. If no objection is received from your Board within one (1) week of this filing, we will submit the amended Work Order request to the CEO for review and approval.

If you have any questions or need additional information, please call me at (213) 738-4601, or your staff may contact Angel Baker at (213) 738-4105 or [abaker@dmh.lacounty.gov](mailto:abaker@dmh.lacounty.gov).

MJS:DM:AB:LM

c:     Mental Health Deputies  
          Chief Executive Officer  
          Executive Officer, Board of Supervisors  
          County Counsel  
          Frank Cheng, CEO  
          Robin Kay, Ph.D.  
          Dennis Murata, M.S.W.  
          Richard Kushi  
          Angel Baker

